

**NEW JERSEY STATE DEPARTMENT OF EDUCATION  
DIVISION OF STUDENT SERVICES  
OFFICE OF SPECIALIZED POPULATIONS**



**COMPREHENSIVE EQUITY PLAN  
for the Academic Years  
2007-2010**

FORMS AND INSTRUCTIONS  
TO ASSIST SCHOOL DISTRICTS AND CHARTER SCHOOLS IN DEVELOPING  
A COMPREHENSIVE EQUITY PLAN TO PROVIDE  
EQUALITY AND EQUITY IN EDUCATIONAL PROGRAMS

***Due Date: On or before Friday, March 30, 2007***

**“MANAGING FOR EQUALITY AND EQUITY IN EDUCATION”  
THREE YEAR COMPREHENSIVE EQUITY PLAN**

**Academic Years 2007-2008 through 2009-2010**

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# **NEW JERSEY STATE BOARD OF EDUCATION**

## **MEMBERS' NAMES**

## **MUNICIPALITY**

Arnold Hyndman ..... President	Belvidere
Arcelio Aponte. .... Vice President	Piscataway
Debra Casha .....	Kinnelon
Maud Dahme .....	Flemington
Kathleen A. Dietz .....	Hillsborough
Josephine E. Hernandez.....	Elizabeth
Rev. Frederick H. Lagarde, Jr. ....	Paterson
Ernest Lapore.....	Guttenberg
Thelma Napoleon-Smith.....	Trenton
Edward Taylor .....	Somerdale

**Lucille E. Davy**  
Acting Commissioner of Education  
*Secretary*

Barbara Gantwerk  
Acting Assistant Commissioner  
Division of Student Services

James F. Curry, Acting Director  
Office of Specialized Populations

## **GENERAL INFORMATION**

### **Purpose**

On May 7, 2003 the State Board of Education adopted N.J.A.C. 6A:7, Managing for Equality and Equity in Education, which outlines responsibilities for achieving and maintaining compliance with all state and federal laws governing equity in educational programs. As a result, all schools, including charter schools, are mandated to develop a three-year Comprehensive Equity Plan (CEP). The first CEP covered the school years 2004-2007. The responsibility of each board of education of every public school district and charter school in New Jersey is to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools. The role of the New Jersey Department of Education (DOE) is to ensure that each district and charter school complies with equality and equity requirements, and to provide guidelines to accomplish that result.

The CEP enables district/charter schools to comply with all applicable laws, codes, and regulations, including, but not limited to, the following:

### **Federal Law**

- Titles VI and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- Individuals with Disabilities Education Act (I.D.E.A.) of 1997
- Equal Pay Act of 1973

### **State Law**

- Article I, Paragraph 5 of the New Jersey State Constitution
- N.J.S.A. 18A:36-20, Equality in Educational Programs
- N.J.S.A.10:5 New Jersey Law Against Discrimination
- New Jersey Administrative Code (N.J.A.C.) 6A:7
- N.J.S.A. 18A:35-1, History of the United States and New Jersey
- N.J.S.A. 18A:36-20, Prohibition of Discrimination

### **Submission Requirements**

Districts and charter schools must submit one (1) original Comprehensive Equity Plan to its **County Office of Education** and one (1) copy to the **Office of Specialized Populations** in Trenton. The address is:

Office of Specialized Populations/Equity  
New Jersey Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500

**The deadline for submission is on or before Friday, March 30, 2007.**

Implementation of the 2007-2010 Plan begins in all districts and charter schools on July 1, 2007.

## Questions and Technical Assistance

**Questions regarding the development, submission, and implementation of the Comprehensive Equity Plan may be directed to the county office of education serving the district/charter school, as listed below:**

COUNTY	COUNTY EDUCATION SPECIALIST	OFFICE MAILING ADDRESS	COUNTY	COUNTY EDUCATION SPECIALIST	OFFICE MAILING ADDRESS
<b>Atlantic</b>	Mr. Michael Ryan 609 625-0004-fax #625-6539	Atlantic County Office 6260 Old Harding Highway Mays Landing, NJ 08330-1599	<b>Middlesex</b>	Ms. Suzanne Miskiewicz 732-745-3422 fax #296-0683	Middlesex County Office 1501 Livingston Ave. North Brunswick, NJ 08902
<b>Bergen</b>	Dr. Geraldine O'Connor 201-336-6875-fax #336-6880	Bergen County Office One Bergen County Plaza 3 <sup>rd</sup> Floor, Room 350 Hackensack, NJ 07601	<b>Monmouth</b>	Ms. Marie Gdula Ms. Geo-Anne Dillman 732-431-7813-fax #577-0679	Monmouth County Office 3680 State Highway 9 4 <sup>th</sup> floor, PO Box 1264 Freehold, NJ 07728-1264
<b>Burlington</b>	Ms. Joan Lake 609-265-5980-fax #265-5932 .	Burlington County Office 2 Academy Street, PO Box 6000 Mount Holly, NJ 08060-1824	<b>Morris</b>	Ms. Ruth Anne Estler 973-285-8334-fax #285-8341 <u>Office Location:</u> 30 Schuyler Place. Morris Twp., NJ 07960	Morris County Office Court House, PO Box 900 Morristown, NJ 07963-0900
<b>Camden</b>	Ms. Genevieve Lumia 856-401-2400-fax #401-2410 .	Camden County Office Forrest Hall 509 Lakeland Road Blackwood, NJ 08012	<b>Ocean</b>	Mr. Eddie Alvarez 732-929-2078-fax #506-5336	Ocean County Office 212 Washington St. Toms River, NJ 08753
<b>Cape May</b>	Mr. Michael McKnight 609-465-1281-fax #465-2094	Cape May County Office 4 Moore Road Cape May Court House, NJ 08210	<b>Passaic</b>	Ms. Diane Mosley-Whitt 973-569-2110-fax #754-0241	Passaic County Office 501 River Street Paterson, NJ 07524
<b>Cumberland</b>	Ms. Janet Sfaelos 856-451-0211 x6018 fax #455-9523 .	Cumberland County Office Landis Avenue Bridgeton, NJ 08302	<b>Salem</b>	Ms. Carol Mizrahi 856-339-8611-fax #935-6290 Pat Counsellor, Secy.	Salem County Office 94 Market Street Salem, NJ 08079
<b>Essex</b>	Ms. Eileen Gavin 973-395-4677-fax #395-4696	Essex County Office 7 Glenwood Ave., Suite 404 East Orange, NJ 07018	<b>Somerset</b>	Ms. Beverly Hetrick 908-541-5738 fax #722-6902	Somerset County Office P.O. Box 3000 Somerville, NJ 08876 <u>Office Location:</u> 40 N. Bridge St. Somerville, NJ 08876
<b>Gloucester</b>	Carla Spates 856-468-6500- ex. 6018 fax #468-9115	Gloucester County Office 1492 Tanyard Rd. Sewell, NJ 08080-4222	<b>Sussex</b>	Vacant 973-579-6996-fax #579-6476	Sussex County Office 262 White Lake Road Sparta, NJ 07871
<b>Hudson</b>	Ms. Monica A. Tone 201-319-3850-fax #319-3650 .	Hudson County Office 595 Newark Ave., Jersey City, NJ 07306 <u>Office Location:</u> 595 County Ave., Bldg. 3 Secaucus, NJ 07094	<b>Union</b>	Vacant 908-654-9860 x2223 fax #654-9869	Union County Office 300 No. Avenue, East Westfield, NJ 07090
<b>Hunterdon</b>	Ms. Christine Harttraft 908-788-1414-fax #788-1457	Hunterdon County Office PO Box 2900 Flemington, NJ 08822-2900 <u>Office Location:</u> 10 Court St., Flemington	<b>Warren</b>	Ms. Mary Jane Tanner 908-475-6327-fax #475-6394	Warren County Office 537 Oxford St. Belvidere, NJ 07823
<b>Mercer</b>	Ms. Jackee Reuther 609-588-5883-fax #588-5849	Mercer County Office 1075 Old Trenton Rd. Trenton, NJ 08690	For additional information regarding charter schools contact Donna Best, phone: (609)-292-5850		

# SUMMARY STATEMENT

## COMPREHENSIVE EQUITY PLAN ACHIEVEMENTS & BARRIERS - FY 2004-2007

<b>District Code:</b>	
<b>District/Charter Name:</b>	
<b>City:</b>	
<b>County:</b>	

**DIRECTIONS:** Review the implementation strategies listed in your 2004-2007 Comprehensive Equity Plan (Please refer to pages 17 through 22 of the 2004-2007 plan) to bring the district/charter school into compliance and indicate whether these strategies were implemented and the accomplishments achieved. In addition, please outline any barriers to the implementation or success of these strategies.

**BOARD RESPONSIBILITIES:**

**STAFF DEVELOPMENT:**

**SCHOOL AND CLASSROOM PRACTICES:**

- EQUALITY AND EQUITY IN CURRICULUM
  
- EQUALITY AND EQUITY IN STUDENT ACCESS
  
- EQUALITY AND EQUITY IN GUIDANCE PROGRAM SERVICES
  
- EQUALITY IN PHYSICAL EDUCATION AND ATHLETIC PROGRAMS

**EMPLOYMENT AND CONTRACT PRACTICES:**

Strategies: Each year, schools should collect documentation that can help them analyze and refine their implemented strategies based upon their desired impact. Good evaluation starts with a set of important questions that can be answered about the corrective action. In large part, those questions may be determined through a careful analysis of the goals of the CEP.

## INSTRUCTIONS FOR COMPLETION OF THE COMPREHENSIVE EQUITY PLAN

### Step 1: Complete the Summary Statement for the Comprehensive Equity Plan 2004-2007 (page 5)

### Step 2: Formation of the Affirmative Action Team

#### Appointment of Affirmative Action Officer and Affirmative Action Team– (N.J.A.C. 6A:7-1.5)

Each district board of education and charter school shall annually designate a member of its staff as the affirmative action officer (AAO) and form an affirmative action team (AAT) – a minimum of three individuals – of whom the AAO is a member, to conduct a needs assessment and to develop the CEP. The Department encourages districts to ensure a diverse stakeholder group and to invite a member of the community as part of the team. The members of the AAT must be identified on the form provided on page 16—Affirmative Action Team Membership Form.

### Step 3: Conduct Needs Assessment

Each district and charter school board shall use the Appendix A entitled, “*District/Charter School Needs Assessment Checklist*,” to conduct a needs assessment of their individual schools. This document is intended to be used as a checklist to help the AAO and the AAT identify problem areas. **It must be submitted as part of the documentation that accompanies the Comprehensive Equity Plan.** When citing documentation, you **MUST** included the document title, date of adoption and page number, as applicable.

The district/charter school needs assessment checklist contains four sections:

**I. Board Responsibility --** This section sets forth the types of policies and resolutions that the Board must adopt (create if nonexistent, revise if existing but deficient) in order to comply with applicable law. This section outlines specific areas that must be addressed in these policies and resolutions.

**II. Staff Development –** Please note that staff development and training on equity matters is required **annually** for **all** staff, certificated and non-certificated.

**III. School and Classroom Practices --** This section sets forth the equity requirements for four categories: curriculum, student access, guidance, and physical education/athletics.

**IV. Employment/Contract Practices –** This section outlines the basic practices that must be observed to comply with equity requirements in this area.

*In conducting the needs assessment, the AAT will ascertain whether their charter school or district (and each school within the district) is in compliance with each requirement in the checklist and whether there are internal monitoring procedures in place to ensure continuing compliance. Those items needing correction or requiring an internal monitoring procedure or system will form the basis for the improvement strategies that will be proposed in the CEP.*

Note that at the beginning of each section of the needs assessment, the laws and codes that specifically apply to the section have been provided for your convenience. Our office encourages the AAT preparing the CEP to refer to these sources of legal authority and become acquainted with the mandates they contain.

#### Step 4: Developing the Comprehensive Equity Plan (CEP)

After identifying the items that need correction, improvement strategies covering the next three years must be developed for each one of these identified items. For this purpose, forms specific to each assessment area are provided with this packet:

- **Board Responsibilities** (one form)
- **Staff Development** (one form)
- **School and Classroom Practices** (Four forms, one for each sub-area: Equality and Equity in Curriculum, Equality and Equity in Student Access, Equality and Equity in Guidance Programs, and Equality and Equity in Physical Ed/Athletic Programs)
- **Employment and Contract Practices** (one form)

The plan to correct/address each item that needs correction must be written in the form covering the corresponding topic area (Board Responsibilities, Staff Development, Equality and Equity in Student Access, etc). Use the needs assessment categories and sub-categories as your guide.

Each form contains space to include each of the elements of the plan. For each form:

**Identify Needs as Compliant or Non-Compliant** – for ease of reference and agreement, the identified needs may mirror the language contained in the requirements in the needs assessment. Please note: A school within a district may NOT be compliant; please identify the school(s) by name if this is the case. If the district itself is not compliant, please say “district wide.” REMEMBER, if one school is out of compliance, the entire district is out of compliance.

**Develop Improvement Strategies** – List each identified need from the corresponding number in the needs assessment (e.g., I.D.1) together with the strategies/activities you will use to improve or correct the deficiency.

**Assign Staff Responsible** – List the names and titles of the personnel that will implement the proposed strategies/activities.

**Plan the Implementation Timeline** - Fill in the triangle(s) to indicate the year that the strategy or activity will take place, i.e. 07 is the 2007-2008 school year; 08 is 2008-2009 school year, etc.

**Identify Indicator of Accomplishment** – List the indicator(s) and/or documentation that will be made available for review, if requested, which will verify that the identified need is being or was corrected. Use qualitative or quantitative methods depending on the type of problem that is being corrected. This is VERY important and will set forth the basis for approval of the CEP.

You may include more than one “**identified need as deficient or non-compliant**” and accompanying strategies to correct the problem in one form, or you may make copies of the form and submit a separate form for each.

#### Step 5: Complete the Statement of Assurances

Complete the required information about the district/charter school. Have the Chief School Administrator sign and date the Statement of Assurances in the space indicated at the bottom of the page.

**Step 6: Obtain the following required Board Resolutions and attach them to the CEP:**

The following Board resolutions must be attached to the CEP:

1. Resolution appointing the Affirmative Action Officer
2. Resolution authorizing the Affirmative Action Team to conduct the needs assessment and develop a comprehensive equity plan;
3. Resolution authorizing the submission of the proposed Comprehensive Equity Plan.

**Step 7: Assemble the Submission Package in this order:**

1. Summary Page of 2004-2007 Implementation
2. Statement of Assurances
3. Resolution appointing the Affirmative Action Officer
4. Resolution authorizing the Affirmative Action Team to conduct the needs assessment and develop a comprehensive equity plan;
5. Resolution authorizing the submission of the proposed Comprehensive Equity Plan.
6. List of Affirmative Action Team members
7. District/Charter School Needs Assessment Checklist
8. Comprehensive Equity Plan forms.

**Step 8: Submit one (1) original to your County Office of Education and one (1) copy to the Office of Specialized Populations on or before Friday, March 30, 2007. For your convenience, a list of addresses of the County Offices of Education is on page 4 of this document. The Department of Education address is:**

**Office of Specialized Populations/Equity  
NJ Department of Education  
P.O. Box 500  
Trenton, NJ 08625-0500**

**AFTER IMPLEMENTATION OF THE COMPREHENSIVE EQUITY PLAN, EACH DISTRICT/CHARTER SCHOOL IS REQUIRED TO SUBMIT THE ANNUAL YEARLY ASSURANCE TO THEIR RESPECTIVE COUNTY OFFICE OF EDUCATION AND THE OFFICE OF SPECIALIZED POPULATIONS AS NOTED ABOVE. (SEE APPENDIX D, PAGE 32).**

# COMPREHENSIVE EQUITY PLAN

for Academic Years 2007-2008 through 2009-2010

**District/Charter School Information:** (please type or print)

\_\_\_\_\_  
**Legal Name of District/Charter School**      **Code**      **County**      **Code**

**Address:** \_\_\_\_\_ **Telephone #:** (\_\_\_\_) \_\_\_\_\_

**City:** \_\_\_\_\_ **NJ Zip:** \_\_\_\_\_ **FAX #:** (\_\_\_\_) \_\_\_\_\_

**Affirmative Action Officer:** \_\_\_\_\_ **Telephone #:** (\_\_\_\_) \_\_\_\_\_

**AAO Email** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone #:** (\_\_\_\_) \_\_\_\_\_ **Ext.** \_\_\_\_\_

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## STATEMENT OF ASSURANCES

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A. 18A:36-20; N.J.S.A. 10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.
2. The district/charter school has conducted a comprehensive needs assessment of its equality and equity needs at each school within the district, if applicable. The attached Comprehensive Equity Plan is designed to meet the assessed equality and equity needs at each site, if applicable.
3. The local Board has authorized the submission of the Comprehensive Equity Plan, and will support full implementation of the plan on July 1, 2007 upon approval by the New Jersey State Department of Education.
4. The district/charter school will also correct any form of discrimination or non-compliance identified by the New Jersey State Department of Education.

## CERTIFICATION:

By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name \_\_\_\_\_ Title \_\_\_\_\_  
(Print or type name and title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***COMPREHENSIVE EQUITY PLAN***

### ***A. ACCOUNTABILITY:***

1. Each district will review their approved comprehensive equity plan on an annual basis and submit a statement of assurance of its implementation to their respective county office of education and the Office of Specialized Populations no later than June 30 of each year. Statements of Assurance forms for each academic year are attached as Appendix D. Districts will also complete the *District Performance Review* in the New Jersey Quality Single Accountability Continuum (NJQSAC). For charter schools, annual progress will be reported in the Charter School Annual Report.
2. A sampling of district/charter schools may be reviewed on an annual basis for compliance of the approved Comprehensive Equity Plan.

### ***B. SANCTIONS***

1. As noted in 6A:7-1.9(f), “If the district board of education or charter school does not implement the comprehensive equity plan within 180 days of the approval date of the plan, or fails to report its progress annually, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate or refuse to award continued federal or state financial assistance, pursuant to N.J.S.A. 18A:55-2.”

# **APPENDIX A**

## **COMPREHENSIVE EQUITY PLAN *DISTRICT/CHARTER SCHOOL NEEDS ASSESSMENT CHECKLIST***

**DISTRICT/CHARTER SCHOOL NEEDS ASSESSMENT CHECKLIST**  
**TO ACHIEVE EQUALITY AND EQUITY IN EDUCATIONAL PROGRAMS**

*Directions: Indicate compliance by checkmark. When a district is non compliant, list the name of the school(s) not in compliance; specific areas identified as non compliant MUST be addressed on the Comprehensive Equity Plan forms.*

<b>I.</b>	<b><u>BOARD RESPONSIBILITY</u></b>	<b>Compliant or Non- compliant</b>	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>A.</b>	NJAC 6A:7-1.7; <u>Booker v. Plainfield</u> , 461 NJ, 1965; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5, Title IX Adopt or re-adopt written equality and equity policies, requiring the following:			
1)	Equality and Equity in School and Classroom Practices, that shall, as a minimum, do the following:			
(a)	Identify and address all forms of prejudice and discrimination in all district/charter school programs, practices, curricula, instructional materials and assessments.			
(b)	Ensure equal access to all schools, facilities, programs, activities, and benefits for all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.			
(c)	Provide equitable treatment for pregnant and married students.			
(d)	Prohibit or eliminate sexual harassment, and harassment.			
2)	Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.			
3)	The appointment of an Affirmative Action Officer (AAO) who can also serve as, or coordinate with, the district/charter school's Section 504 Officer and/or the district/charter school's Title IX Coordinator.			
4)	Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.			

	<b>BOARD RESPONSIBILITY.....Continued</b>	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>B.</b>	Authorize the Affirmative Action Team to develop a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance Review in the NJQSAC. Charter schools will report annual progress in the Charter School Annual Report.			
<b>C.</b>	Identify the AYP data for underperforming subgroups disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, child study team referrals, Pre-K-12 promotion/retention data, Pre-K-12 completion rates and re-examination and re-evaluation of classification and placement of students in special education programs if there is over representation within certain groups; staffing practices; quality of program data; and stakeholder satisfaction data. Identify any school-level underperforming subgroups on annual AYP reports for state assessments.			
<b>D.</b>	Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking or authorizing the following actions:			
1)	Publicize throughout the community the local Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.			
2)	Define the responsibilities of the AAO (Affirmative Action Officer/504 Officer, and/or Title IX Coordinator), require that the AAO be a certificated staff person and train the AAO to handle the district/charter school's equity responsibilities.			
3)	Inform students, staff and the community of the name, office address, and phone number of the district/charter school's AAO, and publicize the location and availability of the district/charter school's CEP, policy(ies), grievance procedures and annual reports.			
4)	Investigate and resolve discrimination complaints, grievances and incidents between students and teachers or among students, based on race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability.			

	<b>BOARD RESPONSIBILITY.....Continued</b>	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
5)	Report on progress made in meeting the adequate yearly targets (as set by the Department of Education) for closing the achievement gap			
6)	Authorize the AAO to conduct yearly equity training for all staff.			
<b>II.</b>	<b><u>STAFF DEVELOPMENT AND TRAINING</u></b> N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>A.</b>	Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status <b>every school year</b> , as follows:	<b>Ongoing</b>	<b>MANDATORY: Address this on page 17</b>	
1)	To all certificated (administrative and professional) staff.	<b>Ongoing</b>	<b>MANDATORY: Address this on page 17</b>	
2)	To all non-certificated (non-professional) staff.	<b>Ongoing</b>	<b>MANDATORY: Address this on page 17</b>	

III.	<b><u>SCHOOL AND CLASSROOM PRACTICES</u></b>	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
A.	<b>Equality and Equity in Curriculum</b> N.J.A.C. 6A:7-1.7 (b); Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972  1) Ensure that the district/charter school's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and addresses the elimination of discrimination and the achievement gap, as identified by underperforming school-level AYP reports for State assessment, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Areas covered include, but are not limited to, the following:			
(a)	School climate/learning environment			
(b)	Courses of study, including Physical Education			
(c)	Library materials/Instructional materials and strategies			
(d)	Technology/software and audio-visual materials			
(e)	Guidance and counseling, including sexual harassment & grievance procedures			
(f)	Extra-curricular programs and activities			
(g)	Testing and other assessments			
(h)	Reducing or preventing the under representation of minority, female and male students in all classes and programs			
2)	Include Multicultural Education content and practices across the curriculum.			
3)	Ensure that instruction on African-American History, including the Amistad, and the history of other cultures is taught as part of the history of the United States. (NJSA 18A:35-1)			
4)	Include instruction on the Holocaust and other genocides in the curriculum for elementary and secondary school students. (N.J.S.A. 18A:35-28)			

III.	<b><u>SCHOOL AND CLASSROOM PRACTICES</u> .....continued</b>	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>B.</b>	<b>Equality and Equity in Student Access</b> N.J.A.C. 6A:7-1.7 & (g); Titles VI & VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEA of 1997; <u>Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education</u> (1989), U.S. Supreme Court, 1982; <u>Plyer v. Doe</u>  Provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, as follows:			
1)	Ensure equal and barrier-free access to all school and classroom facilities.			
2)	Attain minority representation, including racial and ethnic balance, within each school which approximates the district/charter school's overall minority racial and ethnic representation.			
3)	Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.			
4)	Ensure that students are not separated or isolated by race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, resulting in inappropriate placement within schools, courses, classes, programs or extracurricular activities.			
(a)	Ensure that minority and female students are not disproportionately represented in gifted and talented or accelerated/advanced courses, including math and science.			
(b)	Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.			
(c)	Ensure equal and bias-free access for all students to computers, computer classes, vocational ed classes, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability or socioeconomic status.			
(d)	Ensure that all limited English-proficient students have equal and bias-free access to all school programs and activities.			

III.	<b><u>SCHOOL AND CLASSROOM PRACTICES</u> .....continued</b>	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
(e)	Ensure that all students with disabilities have equal and bias-free access to all school programs and activities.			
(f)	Ensure that all schools' registration procedures for new students are in compliance with State and Federal regulations.			
5)	Utilize a State approved language proficiency measure on an annual basis for determining the special needs of language-minority students.			
6)	Utilize bias-free measures for determining the special needs of students with disabilities.			
7)	Ensure that support services (e.g. school-based youth services, health care, tutoring and mentoring) are available to all students, including limited English-proficient students.			
8)	Ensure that all pregnant students are permitted to remain in the regular school program and activities. If not permitted to attend school by her doctor, ensure that equivalent instruction is provided the student.			
<b>C.</b>	<b>Equality and Equity in Guidance Programs and Services</b> N.J.A.C. 6A:7-1,7(c)Title IX, Education Amendments of 1972, & Carl D. Perkins Vocational & Technical Education Act of 1998 Ensure that the district/charter school's guidance program provides the following:			
1)	Access to adequate and appropriate counseling services for all students, including females, minority students, limited English proficient students, non-college bound students, and students with disabilities.			
2)	The presentation of a full range of possible career, professional, and/or vocational choices for all students, including careers in the science and technology industries and nontraditional careers.			
3)	Guidance Counselors are not using biased materials.			

III.	<b><u>SCHOOL AND CLASSROOM PRACTICES</u> .....continued</b>	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>D.</b>	<b>Equality and Equity in Physical Education</b> N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972  Ensure that the district/charter school's physical education program is co-educational, as follows:  1) All instructional activities are equitable and are co-educational.			
<b>E.</b>	<b>Equality and Equity in Athletic Programs</b> Athletic Guidelines 1986; N.J.A.C. 6A:7(d) and Title IX, Education Amendments of 1972  Ensure that the district/charter school's Athletic Program accomplishes the following:  1) An interest survey has been completed in the last three years to ensure equitable opportunities for female and male students to participate in athletics.			
	2) Ensures relatively equal numbers of varsity and sub-varsity teams for male and female students.			
	3) Ensures equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.			
	4) Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.			
	5) Provides comparable facilities for male and female teams.			
<b>IV.</b>	<b><u>EMPLOYMENT/CONTRACT PRACTICES</u></b> N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>A.</b>	Ensure that the district/charter school provides equal and bias-free access to all categories of employment, as follows:  1) Utilize equitable practices that correct imbalance and isolation based on race, national origin, sexual orientation, and gender among the district/charter school's certificated and non-certificated staff and within every category of employment, including administration.			

<b>IV.</b>	<b><u>EMPLOYMENT/CONTRACT PRACTICES.</u> . . . continued</b>	Compliant or Non- compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
2)	Target under-utilized groups in every category of employment.			
3)	Ensure that the district/charter school's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division on Civil Rights.			
4)	Monitor promotions and transfers to ensure non-discrimination.			
5)	Ensure equal pay for equal work among members of the district/charter school's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.			
<b>B.</b>	Ensure that the district/charter school does not enter into, or maintain, contracts with persons, agencies, or organizations that discriminate in employment or in the provision of benefits or services, on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.			
<b>C.</b>	Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.			

**NJ State Division on Civil Rights website:** <http://www.state.nj.us/lps/dcr/>

**U.S. Dept. of Education Office for Civil Rights website:** <http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>

**U.S. Commission on Civil Rights website:** <http://www.usccr.gov/>

**U.S. Dept. of Justice Civil Rights Division website:** <http://www.usdoj.gov/crt/crt-home.html>

# ***APPENDIX B***

## **DISTRICT/CHARTER SCHOOL COMPREHENSIVE EQUITY PLAN**

**\*\*\* FORMS \*\*\***

## AFFIRMATIVE ACTION TEAM MEMBERSHIP FORM

The following Affirmative Action Team (AAT) members and other stakeholders participated in the development of the needs assessment and Comprehensive Equity Plan. PLEASE NOTE: The AAT must consist of a minimum of three personnel and is comprised of diverse stakeholders. FORMS WITHOUT SIGNATURES WILL BE RETURNED TO THE DISTRICT.

**DISTRICT/CHARTER SCHOOL NAME:** \_\_\_\_\_

NAME	TITLE	GRADE LEVEL (if applicable)	GENDER	SIGNATURE
	<b>Affirmative Action Officer</b>			

## COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

## Academic Years 2007 – 2010

## BOARD RESPONSIBILITIES

**DISTRICT/CHARTER SCHOOL:**

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to ensure that the Board of Education follows through with its responsibilities as defined on pages 12 and 13 of this document, including adoption or re-adoption of written equality and equity policies; the authorization of the AAO to develop a CEP; collection of disaggregated data; and adoption of the CEP and facilitate and support its implementation.

**NON COMPLIANT AREAS:** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Indicator of Accomplishment
			07	08	09	Ongoing	
			Δ	Δ	Δ	Δ	

## COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

## Academic Years 2007 – 2010

## STAFF DEVELOPMENT PROGRAM

DISTRICT/CHARTER SCHOOL:

**OBJECTIVE:** Describe the plan to be implemented for Academic Years 2007-2010 to provide in-service training for school personnel on a continuing basis to identify and resolve problems arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

**STAFF DEVELOPMENT IS ONGOING (see above):** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Indicator of Accomplishment
			07	08	09	Ongoing	
			Δ	Δ	Δ	Δ	

# COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2007 – 2010

SCHOOL AND CLASSROOM PRACTICES: EQUALITY AND EQUITY IN CURRICULUM

DISTRICT/CHARTER SCHOOL: \_\_\_\_\_

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 for developing and/or revising curriculum to eliminate discrimination, add multicultural content, and promote understanding and mutual respect among all students.

**NON COMPLIANT AREAS:** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Indicator of Accomplishment
			07	08	09	Ongoing	
			Δ	Δ	Δ	Δ	

# COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2007 – 2010

**SCHOOL AND CLASSROOM PRACTICES:** EQUALITY AND EQUITY IN STUDENT ACCESS

**DISTRICT/CHARTER SCHOOL:** \_\_\_\_\_

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability

**NON COMPLIANT AREAS:** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Indicator of Accomplishment
			07	08	09	Ongoing	
			Δ	Δ	Δ	Δ	

## COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

## Academic Years 2007 – 2010

## SCHOOL AND CLASSROOM PRACTICES: *EQUALITY AND EQUITY IN GUIDANCE PROGRAM SERVICES*

**DISTRICT/CHARTER SCHOOL:**

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years **2007-2010** to provide equitable treatment, adequate and appropriate counseling services for ALL students, including females, minority students, limited English-proficient students, non-college bound students, and students with disabilities, and to ensure exposure and counseling services focused on careers in the science and technology industries, non-traditional career options and post-secondary opportunities for minority and female students

**NON COMPLIANT AREAS:** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Indicator of Accomplishment
			07	08	09	Ongoing	
			Δ	Δ	Δ	Δ	

# COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

## Academic Years 2007 – 2010

## SCHOOL AND CLASSROOM PRACTICES: *EQUITY IN PHYSICAL EDUCATION & ATHLETIC PROGRAMS*

**DISTRICT/CHARTER SCHOOL:**

**OBJECTIVE:** Describe the district/charter school’s plan to be implemented for Academic Years 2007-2010 to ensure that there is gender equity in all physical education and athletic programs, and to ensure equitable opportunities for all students to participate in athletics regardless of race, national origin, gender, sexual orientation, religion, English proficiency, socio-economic status or disability.

**NON COMPLIANT AREAS:** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Indicator of Accomplishment
			07	08	09	Ongoing	
			Δ	Δ	Δ	Δ	

# COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE

Academic Years 2007 – 2010

## EMPLOYMENT AND CONTRACT PRACTICES

DISTRICT/CHARTER SCHOOL: \_\_\_\_\_

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to ensure equitable practices in employment at all levels of responsibility, and to avoid engaging in business with firms that discriminate on the basis of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, or disability.

**NON COMPLIANT AREAS:** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Indicator of Accomplishment
			07	08	09	Ongoing	
\			Δ	Δ	Δ	Δ	

# **APPENDIX C**

## **DESEGREGATION INFORMATION For Districts Under Orders By The NJ COMMISSIONER OF EDUCATION To Implement School Desegregation Plans**

**THE FOLLOWING SCHOOL DISTRICTS ARE REQUIRED TO SUMMARIZE ACTION(S) TAKEN TO IMPLEMENT SCHOOL DESEGREGATION PLANS (USE THE FOLLOWING PAGE).**

**List of the New Jersey Public School Districts Under Orders of the NJ Commissioner of Education  
To Implement School Desegregation Plans, as of 08/01/2001**

COUNTY	School District Name	School District	COUNTY	School District	School District
<b>Atlantic</b>	Atlantic City	Pleasantville	<b>Union</b>	Elizabeth	Scotch Plains-Fanwood
<b>Bergen</b>	Hackensack			Linden	Summit
<b>Burlington</b>	NONE			Plainfield	Township of Union
<b>Camden</b>	Camden City	Camden County Voc			
<b>Cumberland</b>	Bridgeton	Millville			
<b>Essex</b>	Belleville	Irvington			
	Bloomfield	Newark			
	East Orange	Orange City			
	Essex County Voc	South Orange/Maplewood			
<b>Gloucester</b>	NONE				
<b>Hudson</b>	Bayonne	North Bergen			
	Hoboken	Union City			
	Jersey City				
<b>Mercer</b>	Hamilton Twp.	Trenton			
	Lawrence Twp.				
<b>Middlesex</b>	Carteret *	Perth Amboy			
	Edison Twp.	New Brunswick			
<b>Monmouth</b>	Neptune Twp.				
<b>Morris</b>	NONE				
<b>Passaic</b>	Passaic City	Paterson City			
<b>Somerset</b>	NONE				

\*Denotes extenuating circumstances; never officially ordered to desegregate.

MDS/deseg/balanceddesegLEAs08/01/2001

**THIS PAGE IS TO BE USED FOR THOSE DISTRICTS LISTED ON THE PREVIOUS PAGE THAT ARE UNDER ORDERS BY THE NJ COMMISSIONER OF EDUCATION TO IMPLEMENT SCHOOL DESEGREGATION PLANS.**

**District Name** \_\_\_\_\_ **Year Deseg Plan Started** \_\_\_\_\_

**List goals accomplished** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ongoing Activities to Achieve Desegregation** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ***APPENDIX D***

## **DISTRICT/CHARTER SCHOOL COMPREHENSIVE EQUITY PLAN YEARLY STATEMENT OF ASSURANCE**

2007-2008

2008-2009

2009-2010

# COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE

Academic Year 2007- 2008 (due June 30, 2008)

\_\_\_\_\_  
Legal Name of District/Charter School                      Code                      County

Address: \_\_\_\_\_ Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX #: ( \_\_\_\_\_ ) \_\_\_\_\_

Affirmative Action Officer: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_

AAO Email \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_

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## STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION – Year 2007-2008

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A. 18A:36-20; N.J.S.A. 10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.
2. The district/charter school has reviewed its implementation strategies for academic year 2007-2008 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE

Academic Year 2008- 2009 (due June 30, 2009)

\_\_\_\_\_  
Legal Name of District/Charter School                      Code                      County

Address: \_\_\_\_\_ Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX #: ( \_\_\_\_\_ ) \_\_\_\_\_

Affirmative Action Officer: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_

AAO Email \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_

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## STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION – Year 2008-2009

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A. 18A:36-20; N.J.S.A. 10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.
2. The district/charter school has reviewed its implementation strategies for academic year 2008-2009 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE

Academic Year 2009- 2010 (due June 30, 2010)

\_\_\_\_\_  
Legal Name of District/Charter School                      Code                      County

Address: \_\_\_\_\_ Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX #: ( \_\_\_\_\_ ) \_\_\_\_\_

Affirmative Action Officer: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_

AAO Email \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_

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## STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION – Year 2009-2010

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A. 18A:36-20; N.J.S.A. 10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.
2. The district/charter school has reviewed its implementation strategies for academic year 2009-2010 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name \_\_\_\_\_ Title: \_\_\_\_\_

signature: \_\_\_\_\_ Date: \_\_\_\_\_